

# Electronic Case Filing

## U.S. District Court - Colorado

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### Electronic Case Filing (ECF)

is the new automated electronic docketing system for Colorado. ECF provides a new, easy-to-use electronic case filing feature that will make life much easier for you by allowing you to file and view court documents over the Internet.

### What ECF Offers

ECF will allow attorneys to file and view documents from anywhere they have access to the Internet, 24 hours a day. Documents are docketed as part of the filing process. ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic e-mail notice of case activity
- Ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents (so

files are not misplaced)

- Potential reduction in courier costs

### How it Works

The system accepts documents in Portable Document Format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's ECF system is quite easy:

- Create the document using word processing software.
- Save the document in PDF format.
- Log onto the court's ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and submit it to the court for filing.
- Save or print the ECF electronic receipt e-mailed from the court confirming that the document was filed.



### Fees

No *added* fees are charged for filing documents over the Internet, but existing document filing fees still apply. Litigants receive one free look at documents filed electronically in their cases and can print or download the documents at that time. Thereafter, the documents are only available for viewing or downloading at \$ .07 per page. This access to court data is provided through the Public Access to Court Electronic Records (PACER) program at a cost of \$.07 per page with a maximum charge of \$2.10, the equivalent of 30 pages, for electronic access to any single document. Users are not billed, however, until their PACER account reaches \$10 in a calendar year. The judiciary has set the fee at the lowest possible level sufficient to recoup program costs, as directed by Congress.

### Signing Documents

The court will issue logins and passwords. Using your login and password to file a document is considered to be your electronic signature, for all purposes, including compliance with Fed. R. Civ. P. 11 in civil cases.

### Effective Date

Effective Spring, 2005, the U.S. District Court for the District of Colorado will require that all attorneys filing materials with the court in civil cases do so by using the ECF Internet system described in this flyer. Any attorney desiring any exception to this requirement must request the exception in writing, showing "good cause" why this requirement should not apply. The anticipated date for implementing electronic filing in criminal cases is late Summer, 2005.

### Registration

During the Fall, 2004, the court will publish and distribute an electronic filing registration form to all attorneys who are actively participating in civil cases filed before this court, to all members of the Faculty of Federal Advocates, and (upon request) to any other attorney admitted to practice in the court. The court will also publish the electronic registration form on its web site. Once the registration form is returned to the court, a login and password will be sent to users.

### Training

Hands on training for electronic filing will be available for attorneys and their legal support staff at the federal courthouse in Denver. Computer based training is also available on the court's web site and in CD/ROM format upon request. The information on class dates, times and other written materials will be posted to our web site at [http://www.cod.uscourts.gov/cmecf\\_frame.htm](http://www.cod.uscourts.gov/cmecf_frame.htm).

### Rules

The court will publish its local rule changes and administrative procedures concerning ECF in the late Fall, 2004. Please check our web site to view these documents once they are available and posted to the court's web site.

### Questions or Concerns?

Submit by e-mail to: [cod\\_cmecf@cod.uscourts.gov](mailto:cod_cmecf@cod.uscourts.gov), or by contacting the Clerk's Office at (303) 844-3433.

## EQUIPMENT REQUIREMENTS

MINIMUM	RECOMMENDED
IBM or Mac PC with 16 MB RAM	Pentium PC or Mac with 64 MB RAM
Netscape 4.76 Internet Explorer 5.5 Mozilla 1.0	Netscape 6.0 or higher Internet Explorer 5.5 or higher
Internet Access	Access speed of 56K or higher
Adobe Acrobat Reader 3.0 or higher (only allows viewing of documents).	For filing of documents: Adobe Acrobat Writer 4.0 or higher (or other software to convert documents to PDF format)
	Scanner

### Must See Websites:

[www.privacy.uscourts.gov](http://www.privacy.uscourts.gov)

[www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov)



[www.cod.uscourts.gov/cmecf\\_frame.htm](http://www.cod.uscourts.gov/cmecf_frame.htm)